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**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA**

United States of America,)	CR __ - ____ -PHX-DGC
Plaintiff,)	
vs.)	ORDER SETTING FINAL
)	PRETRIAL CONFERENCE
)	(CRIMINAL)
)	
)	
Defendant.)	
_____)	

A Final Pretrial Conference has been set for _____ at _____.

IT IS ORDERED that the parties shall file with the Clerk of the Court the following documents **five (5) business days** before the Final Pretrial Conference¹:

- (1) Joint statement of the case,
- (2) Joint witness list,
- (3) Joint voir dire questions,
- (4) Joint jury instructions (see attached instructions),
- (5) Joint verdict form,
- (6) Motions in limine,
- (7) Any other pretrial motions.

¹ A copy of the documents shall be delivered to the Court and shall be three-hole punched on the left side of the page.

1 Responses to motions in limine and other pretrial motions shall be filed with the Clerk
2 of the Court **three (3) business days** before the Final Pretrial Conference. No Replies shall
3 be filed.

4 **IT IS FURTHER ORDERED** that the attorneys who will be responsible for the trial,
5 as well as the Defendant, shall attend the Final Pretrial Conference. Counsel shall be
6 prepared to discuss each of the items set forth above, as well as the following:

- 7 (7) Trial schedule,
- 8 (8) Voir dire procedures,
- 9 (9) Number of witnesses,
- 10 (10) Number of exhibits,
- 11 (11) Marking of exhibits and copies for the court,
- 12 (12) Special equipment needs,
- 13 (13) Need for an interpreter.

14 **IT IS FURTHER ORDERED** that the parties shall submit their proposed voir dire
15 questions, joint statement of the case, and jury instructions to the Court in WordPerfect® 9.0
16 format either by email to Nancy_Johnson@azd.uscourts.gov or on an IBM-compatible
17 computer disk.

18 **IT IS FURTHER ORDERED** that the parties shall promptly notify the Court if
19 settlement is reached.

20 **IT IS FURTHER ORDERED** that counsel shall review Judge Campbell's statement
21 of Trial Conduct and Decorum before the Final Pretrial Conference. A copy can be found
22 on the Court's website at www.azd.uscourts.gov under Judges and Courtrooms and Orders,
23 Forms and Procedures.

24 DATED this ____ day of _____, 200__.

25
26
27 _____
28 David G. Campbell
United States District Judge

1 The parties shall submit a joint list of proposed jury instructions. The list shall contain four
2 sections.

3 I. Section I shall contain model instructions. If an instruction is requested by both
4 parties, the instruction shall be preceded by "ST" (stipulated). If the instruction is
5 requested by only one party, the instruction shall be preceded by either "PL"
(Plaintiff) or "DF" (Defendant).² For example:

6 EXAMPLE OF MODEL INSTRUCTIONS:

6	ST	§ 3.1	Duties of Jury to Find Facts and Follow Law
7	ST	§ 3.2	Charges Against Defendant Not Evidence - Presumption of Innocence
8	DF	§ 3.3	Defendant's Decision Not to Testify
9	DF	§ 3.4	Defendant's Decision to Testify
10	ST	§ 3.5	Reasonable Doubt - Defined
11	PL	§ 3.6	What is Evidence
12	DF	§ 3.7	What is Not Evidence
	ST	§ 3.8	Direct and Circumstantial Evidence
	ST	§ 3.9	Credibility of Witnesses
	ST	§ 3.10	Evidence of Other Acts of Defendant or Acts and Statements of Others
	DF	§ 3.11	Activities Not Charges
	DF	§ 3.12	Separate Consideration of Multiple Counts
	PL	§ 3.17	Intent to Defraud - Defined

13 II. Section II shall contain any non-model instructions to which the parties have
14 stipulated.

15 III. Section III shall contain any non-model instructions requested by Plaintiff (numbered
16 consecutively). Plaintiff shall include citation to authority to support the requested
17 instruction. Defendant shall state all objections to such instruction immediately
following the instruction and Plaintiff's authority. Defendant shall support any
objection with citation to authority. If Defendant offers an alternative instruction,
such alternative instruction shall immediately follow Defendant's objection.

18 IV. Section IV shall contain any non-model instructions requested by Defendant
19 (numbered consecutively). Defendant shall include citation to authority to support the
20 requested instruction. Plaintiff shall state all objections to such instruction
immediately following the instruction and Defendant's authority. Plaintiff shall
21 support any objection with citation to authority. If Plaintiff offers an alternative
instruction, such alternative instruction shall immediately follow Plaintiff's objection.

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28 ² If multiple Defendants, identify which Defendant.